



Automation Analyst

Department: Countywide

Class Code: 1356

EEO Code: 22

FLSA: E

Effective: 01/08/1994

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of considerable difficulty in completing systems analysis, design, and programming for enhancements and refinement of department information management systems; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Analyzes user requirements, procedures and problems to automate processing or to improve existing computer system; prepares time and cost estimates for completing projects; upgrades system and corrects errors to maintain system after implementation; troubleshoots hardware and software problems for department computers; provides technical operational assistance to department users of various microcomputer, mini and mainframe computer software; plans, writes, tests and documents microcomputer application programs using various software packages; develops Easytrieve and other reports; coordinates department needs with IST; monitors progress and priorities of department projects being developed by IST; plans, coordinates and implements security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure; oversees software license compliance; coordinates and provides user training relating to the operation of various hardware and software packages; maintains a current inventory of micro computer equipment and its maintenance history; participates on committees relating to automated systems; may supervise and evaluate subordinates; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of computer science; of principals and practices of data processing; of systems analysis and design; of microcomputer hardware, operating systems, and applications software including word processing, spreadsheet, graphics and data base management.

Considerable skill in communicating effectively in both written and oral forms with vendors, users, analysts, programmers, operators and management; in instructing others in computer use; in reading and applying technical reference data to resolve system and network problems.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a bachelor's degree in computer science or related field and two years of related systems analysis and programming experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
